

ASSIGNMENT 1

Textbook Assignment: "Administrative Functions," chapter 1, pages 1-1 through 1-31; and "Supply Procedures," chapter 2, pages 2-1 through 2-38.

1-1. The Directives Issuance System contains what total number of directive types?

1. One
2. Two
3. Three
4. Four

1-2. Information that is of a continuing reference value and requires continuing action is normally contained in which of the following documents?

1. Notice
2. Message
3. Instruction
4. All of the above

1-3. An instruction is permitted to remain in effect for what maximum period of time?

1. 30 days
2. 90 days
3. 1 year
4. Until superseded by another instruction

1-4. A notice is permitted to remain in effect for what maximum period of time?

1. 30 days
2. 90 days
3. 6 months
4. 1 year

1-5. The directive identification symbols include which of the following items?

1. Directive type
2. Issuing authority
3. Identification number
4. All of the above

1-6. The directive identification symbol affords all of the following advantages except which one?

1. Provides cancellation dates
2. Groups directives by subject
3. Distinguishes between notices and instructions
4. Files directives and describes them as references

1-7. The U.S. Navy uses a total of how many types of narrative messages?

1. One
2. Two
3. Three
4. Four

1-8. The originator of a message is the authority or the command in whose name the message is sent.

1. True
2. False

1-9. The precedence of a message indicates which of the following factors?

1. The desired writer-to-reader time
2. The time in which the receiving command must reply
3. The precedence that must be used on the reply
4. Both 2 and 3 above

- 1-10. Message traffic reserved for situations that gravely affect the national forces or population should be sent under which of the following precedence categories?
1. ROUTINE
 2. PRIORITY
 3. IMMEDIATE
 4. FLASH
- 1-11. What is the speed-of-service objective of a PRIORITY message?
1. 10 minutes
 2. 30 minutes
 3. 3 hours
 4. 6 hours
- 1-12. The message date-time-group is assigned to each message for which of the following purposes?
1. File
 2. Identification
 3. Both 1 and 2 above
 4. Speed of service
- 1-13. When it becomes necessary to reduce the volume of messages being transmitted, which of the following events normally occurs?
1. Commands use naval letters
 2. Commands use readdressals
 3. MINIMIZE is imposed
 4. All of the above
- 1-14. Correspondence must be classified if one of the references is classified.
1. True
 2. False
- 1-15. Information that requires protection against unauthorized disclosure must be classified by one of only three designations. Which of the following classifications is NOT one of these designations?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-16. Information that with unauthorized disclosure could result in exceptionally grave damage to the national security must be classified by which of the following designations?
1. Top Secret
 2. Secret
 3. Confidential
 4. Limited Official Use
- 1-17. Material that with unauthorized disclosure could be expected to cause damage to the national security must be classified by which of the following designations?
1. Top Secret
 2. Secret
 3. Confidential
 4. For Official Use Only
- 1-18. Regulations and guidance for classifying and safeguarding information are contained in which of the following documents?
1. SECNAVINST 5216.5
 2. SECNAVINST 5215.1
 3. OPNAVINST S5513.7
 4. OPNAVINST 5510.1
- 1-19. The overall classification should be typed at what location on a document?
1. Lower left of the first page
 2. Upper left of the first page
 3. Center bottom of the page
 4. Center top of the page

1-20. After action and routing of official correspondence is completed, what action should be taken with the route sheet and the original document?

1. Destroy the route sheet and file the document in the action department's files
2. File both the route sheet and the document in the action department's files
3. Destroy the route sheet and file the document in the administrative department's files
4. Return both the route sheet and the document to the administrative department for filing

1-21. Official correspondence is dated at what time?

1. When it is drafted
2. When it goes in for signature
3. After it is signed
4. Before it is mailed or filed

1-22. The purpose of the SSIC system is to

1. standardize the processing of directives by the type of command
2. provide a single standard subject coding system
3. identify documents by reference numbers
4. maintain classified material

1-23. SSICs are broken down into what total number of major groups?

1. 6
2. 8
3. 10
4. 13

1-24. What SSIC group pertains to facilities and activities ashore?

1. 11,000
2. 8,000
3. 6,000
4. 4,000

1-25. The major groups of SSICs are again broken down into a total of how many subgroups?

1. One
2. Two
3. Three
4. Four

1-26. An instruction having an SSIC of 8551 would pertain to what type of mines?

1. Aircraft laid
2. Submarine laid
3. Harbor defense
4. Antisubmarine

1-27. For further information about SSICs, you should refer to which of the following instructions?

1. OPNAVINST 5510.1
2. SECNAVINST 5216.5
3. SECNAVINST 5215.1
4. SECNAVINST 5210.11

1-28. Proper publication maintenance ensures that you are working with the latest and most current information

1. True
2. False

1-29. Changes to publications may be issued in which of the following methods?

1. ACNs
2. Revisions
3. Permanent changes
4. All of the above

1-30. In the ACN 4/C, what does the number 4 indicate?

1. The next permanent change
2. The last permanent change
3. The 4th revision since the last permanent change
4. The 4th change since the last permanent change

1-31. To report problems in various publications, you should submit which of the following reports?

1. TMDER
2. Supplement A
3. Supplement B
4. Supplement E

1-32. An NSN consists of a total of how many digits?

1. 13
2. 11
3. 9
4. 4

IN ANSWERING QUESTIONS 1-33 THROUGH 1-36, REFER TO THE NSN 1350-00-123-4567.

1-33. Which of the following numbers represent the FSC class?

1. 1350
2. 13
3. 50
4. 00

1-34. The NIIN is represented by which of the following sets of numbers?

1. 00-123
2. 1350-00
3. 123-4567
4. 00-123-4567

1-35. The FSC group is represented by which of the following sets of numbers?

1. 13
2. 50
3. 1350
4. 123-4567

1-36. The NCB code is represented by which of the following sets of numbers?

1. 00
2. 123
3. 1350
4. 123-4567

1-37. The first character of the cognizance symbol represents which of the following factors about the item?

1. Inventory control point
2. Inventory manager
3. Stores account
4. All of the above

1-38. Stock records and MBOMs are required to be maintained in what order?

1. NALC
2. NIIN
3. MMC
4. NSN

1-39. A TMIN consists of what total number of digits?

1. 13
2. 11
3. 9
4. 4

IN ANSWERING QUESTIONS 1-40 THROUGH 1-42, REFER TO THE PUBLICATION NUMBER SW550-AA-MMI-020.

1-40. The technical manual (TM) serial number is represented by which of the following sets of numbers or letters?

1. SW
2. 550
3. AA
4. 02

1-41. The TM acronym is represented by which of the following sets of numbers and/or letters?

1. AA
2. 020
3. MMI
4. W550

1-42. The hardware/subject identifier is represented by which of the following groups of numbers and/or letters?

1. AA
2. 020
3. SW550AA
4. MMI020

IN ANSWERING QUESTIONS 1-43 THROUGH 1-46, SELECT FROM THE FOLLOWING LIST THE TERM CORRECTLY DESCRIBED IN THE QUESTION, ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- A. Equipment
- B. Consumables
- C. Material
- D. Equipage

1-43. Ordnance material operated singly or as a component of a system.

1. A
2. B
3. C
4. D

1-44. Non-installed items designed to support maintenance functions.

1. A
2. B
3. C
4. D

1-45. Requires special inventory control in accordance with NAVSUP P-485.

1. A
2. B
3. C
4. D

1-46. Common tools not associated with mine maintenance.

1. A
2. B
3. C
4. D

1-47. Procurement is the act of obtaining materials by using

1. requisitions only
2. appropriate funds only
3. requisitions and appropriate funds only
4. requisitions, appropriate funds, and open purchase

1-48. The COMOMAG receives funds for OPTAR and mine maintenance for distribution to MOMAG units and detachments from which of the following commands?

1. Fleet commanders
2. COMINELWARCOM
3. NAVSEA
4. OPNAV

1-49. Operational funding for MOMAG units and detachments is received from which of the following commands?

1. OPNAV
2. NAVSEA
3. COMINELWARCOM
4. Fleet commanders

IN ANSWERING QUESTIONS 1-50 THROUGH 1-53, SELECT THE CORRECT FORM TO BE USED FOR THE SITUATION DESCRIBED IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE OR NOT AT ALL.

- A. DD 282
- B. DD 1348 (4- or 6-PT)
- C. DD 1348-6
- D. NAVCOMPT 2275

1-50. Request for emergency services.

- 1. A
- 2. B
- 3. C
- 4. D

1-51. Request for printing services.

- 1. A
- 2. B
- 3. C
- 4. D

1-52. Requisition of non-NSN items.

- 1. A
- 2. B
- 3. C
- 4. D

1-53. Requisition of non-standard items.

- 1. A
- 2. B
- 3. C
- 4. D

1-54. When you procure items from the SERV-MART, which of the following forms are required?

- 1. DD 1348 (4-PT) only
- 2. NAVSUP 1314 only
- 3. DD 1348 (4-PT) and NAVSUP 1314 only
- 4. DD 1348 (4-PT), NAVSUP 1314, and DD 1149

1-55. The requisition log is the principal financial control device for a command. It is required to be maintained by the

- 1. calendar year
- 2. fiscal year
- 3. quarter
- 4. month

1-56. The requisition log is divided into what total number of sections?

- 1. One
- 2. Two
- 3. Three
- 4. Four

1-57. The term *outstanding* indicates what material status?

- 1. The material is on back order
- 2. The material is out of stock
- 3. The material has not been received or canceled
- 4. All of the above

1-58. Status on outstanding requisitions is usually received by which of the following methods?

- 1. Message
- 2. DD Form 1348m
- 3. Both 1 and 2 above
- 4. DD Form 1348 (4- or 6-PT)

1-59. A complete list of status codes may be found in which of the following publications?

- 1. COMOMAG/MOMAGINST 4000.1
- 2. NAVSUP P-485
- 3. NAVSUP P-409
- 4. Both 2 and 3 above

1-60. A transmittal report of transaction is designed to ensure that the COMOMAG is updated on a regular basis on the expenditure of funds. This report is required to be forwarded at what frequency?

1. Three times a month
2. Once a month
3. Once a quarter
4. Twice a year

1-61. Effective inventory control starts with which of the following procedures?

1. Receipt only
2. Custody only
3. Receipt and custody only
4. Receipt, custody, and stowage

1-62. Quality-deficient material that may cause major damage to a weapons system must be reported by which of the following methods?

1. PRIORITY message only
2. Standard Form 368 only
3. PRIORITY message and Standard Form 368
4. Standard Form 364

1-63. During the initial receipt of material, you must remember to accomplish which of the following actions?

1. Circle the quantity received, and sign and date the document
2. Sign and date the document, and post to the stock record card
3. Post to the stock record card, sign the document, and indicate the location of the item
4. Post to the stock record card, indicate the location of the item, and process an ATR

1-64. Controlled equipage must be maintained on which of the following forms?

1. NAVSUP 306
2. NAVSUP 368
3. NAVSUP 409
4. NAVSUP 485

1-65. Material maintained in warehouses and magazines should be arranged to ensure compliance of all of the following actions except which one?

1. To make inventories faster
2. To maximize available space
3. To ensure that the FIFO method is used
4. To reduce the possibility of material loss or damage

1-66. Providing adequate protection of stock items is essential to ensuring that all material is RFI. What is the total number of levels of protection?

1. One
2. Two
3. Three
4. Four

IN ANSWERING QUESTIONS 1-67 THROUGH 1-70, REFER TO TABLE 2-4 IN THE TEXT FOR THE LEVEL OF PROTECTION THAT CORRECTLY DESCRIBES THE DEFINITION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

1-67. Protection required for the most severe conditions.

1. A
2. B
3. C

1-68. Protection required for repairable parts for turn-in.

1. A
2. B
3. C

1-69. Protection required under favorable conditions.

1. A
2. B
3. C

1-70. Protection required for severe conditions.

1. A
2. B
3. C

IN ANSWERING QUESTIONS 1-71 THROUGH 1-75, REFER TO TABLE 2-5 IN THE TEXT FOR THE MATERIAL-PACKAGING METHOD THAT CORRECTLY DESCRIBES THE DEFINITION IN THE QUESTION. ANSWERS MAY BE USED MORE THAN ONCE.

1-71. Material coated with a grease-proof wrap.

1. Method I
2. Method IB
3. Method II
4. Method III

1-72. Material with physical protection only.

1. Method I
2. Method IA
3. Method II
4. Method III

1-73. Material protected by a waterproof enclosure with an added desiccant.

1. Method 1A
2. Method IB
3. Method IC
4. Method II

1-74. Material in a heat-sealed, waterproof or vapor-proof bag.

1. Method IA
2. Method IB
3. Method IC
4. Method III

1-75. Which of the following material-packaging methods is NOT used by the U.S. Navy?

1. Method I
2. Method IB
3. Method II
4. Method III